

Retention and Classification Report

Agency: Attorney General's Office (67)

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AGENCY: Attorney General's Office

SERIES: 9605

3

TITLE: Administrative payroll report files

DATES: 1980-

ARRANGEMENT: Numerical by report number

DESCRIPTION:

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 9605

TITLE: Administrative payroll report files

(continued)

PRIMARY CLASSIFICATION:

Public Eighteen personal data elements identified by the State
Records Committee

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Attorney General's Office

SERIES: 62

3

TITLE: Administrative records

DATES: 1902-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

18 March 1993 RTS includes opinions, 1967-1973. Series includes correspondence, case files, publications, etc. removed from the Attorney General's office in November 1982; boxed randomly, and although the boxes say "see rts", there is no extant rts. Box 56 includes court records for the Ted Bundy and William Andrews cases.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 62

TITLE: Administrative records

(continued)

APPRAISAL:

Administrative Historical

These records have research value for capital cases during the years 1967-1973. Series includes correspondence, case files, publications, etc. removed from the Attorney General's office in November 1982; boxed randomly, and although the boxes say "see rts", there is no extant rts. Box 56 includes court records for the Ted Bundy and William Andrews cases.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 63

3

TITLE: Annual reports

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These reports describe the conditions and affairs of the agency. The reports contain information pertaining to court activities, finances and district attorneys' activities for the preceding year. The reports also contain the opinions issued by the Attorney General's office.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/16/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

AGENCY: Attorney General's Office

SERIES: 63

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 265

3

TITLE: Assistant Attorney General correspondence

DATES: 1969-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Legal

These records provide a perspective from the assistant attorney general's correspondence about legal matters in the state.

AGENCY: Attorney General's Office

SERIES: 265

TITLE: Assistant Attorney General correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 64

3

TITLE: Case files

DATES: 1898-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records document cases handled by the Attorney General's Office beginning early in the agency's history. Examples of the cases range from actions taken on business such as Mountain Fuel, Utah Gas Service, Utah Power and Light Company, San Miguel Power, American-Hughes Airwest, American Air, Western Air, and Ernest H. Dean.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 64

TITLE: Case files

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the historical value to researchers interested in early cases handled by the Attorney General's Office and business activities in Utah.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 282

3

TITLE: Civil case files

DATES: 1921-

ARRANGEMENT: Alphabetical by case name or designation.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files document civil procedures undertaken by the Attorney General's Office. These are cases involving civil litigation taken by the state and prosecuted by state attorneys. Information includes attorney notes and work product, correspondence, and court documents.

RETENTION:

Retain 15 years.

DISPOSITION:

Transfer to the State Archives with authority to weed provided no pending action or litigation

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives provided no pending action or litigation.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Attorney General's Office

SERIES: 282

TITLE: Civil case files

(continued)

authority to weed.

APPRAISAL:

Administrative Historical

These records document the history of civil litigation in the state.

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 1522

3

TITLE: Civil rights litigation files

DATES: 1975-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document civil rights cases litigated by the Attorney General's Office. Information includes pleadings, affidavits, and attorney work product.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in civil rights issues in the State of Utah.

AGENCY: Attorney General's Office

SERIES: 1522

TITLE: Civil rights litigation files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008)

Private. UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office

SERIES: 61

3

TITLE: Correspondence

DATES: 1896-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence documents the administration or management of the Attorney General's office, office organization, its policies, procedures and achievements.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Legal

AGENCY: Attorney General's Office

SERIES: 61

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 8533

3

TITLE: Daily time entry slips

DATES: i 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document time slips which account for the amount of time spent and type of services performed by assistant attorneys general in providing counsel to state agencies. This information is then used to prepare billing statements. Information includes names of assistant attorneys general, names of state agencies for which the work was done, case names, case numbers, client numbers, hours worked, type of work accomplished, and time not worked due to sickness or leave time taken.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 8533

TITLE: Daily time entry slips

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 27931

3

TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

DATES: 1994-

ARRANGEMENT: chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains records used to document entitlement to payment mandated by a November 1998 tobacco settlement which grew out of a multi-state legal effort to recover the costs of caring for smokers who had developed tobacco-related illnesses. According to the Master Settlement Agreement (MSA) tobacco companies annually compensate states that "diligently enforce" the laws which grew out of the settlement. Most documents were received from the Miscellaneous Tax Unit, Utah State Tax Commission (USTC), which pertain to the enforcement of the 1998 tobacco settlement for the years 1994-2008. These documents are working files used by the Attorney General's Office in the 2003 Diligent Enforcement Arbitration proceedings. Included are the working files of USTC employees.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

AGENCY: Attorney General's Office

SERIES: 27931

TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

(continued)

APPRAISAL:

Fiscal Legal

This disposition is based on legal and fiscal value of enforcement of the 1999 Tobacco Settlement.

PRIMARY CLASSIFICATION:

Protected Taxpayer records and litigation documents

AGENCY: Attorney General's Office

SERIES: 5372

3

TITLE: Executive correspondence

DATES: 1930-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 11.00 cubic feet.

DESCRIPTION:

These files document executive correspondence of the Attorney General. Information includes correspondence, subject files, research information, policy decisions, memoranda, conference information, issues related to the administration, reports, subject files, and directives.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 months after administration ends and then transfer to State Archives with authority to weed.

AGENCY: Attorney General's Office

SERIES: 5372

TITLE: Executive correspondence

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 4231

3

TITLE: Felony criminal case files

DATES: 1911-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files document felony criminal investigations and prosecutions by staff attorneys in the Criminal Justice Division and Children's Justice Division. Staff attorneys are responsible for investigating criminal complaints filed with these offices. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, attorney's research notes, and evidentiary documentation.

RETENTION:

Retain 30 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

AGENCY: Attorney General's Office

SERIES: 4231

TITLE: Felony criminal case files

(continued)

APPRAISAL:

Administrative Historical Legal

Some cases have historical value because they involve high profile individuals or issues. The Archives staff will determine which cases should be retained permanently and will have authority to generously weed this series.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2008

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

Public. Documents from a public hearing

AGENCY: Attorney General's Office

SERIES: 161

3

TITLE: Financial records

DATES: 1963-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document the financial transactions of the Administration Division of the Attorney General's Office. Information includes attorney work product, fees, capital outlays, current expense files, and budget request files.

RETENTION:

Retain 2 years after closure.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after closure and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Attorney General's Office

SERIES: 161

TITLE: Financial records

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (2008)

AGENCY: Attorney General's Office

SERIES: 6358

3

TITLE: General correspondence files

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are reading files created by attorneys within the Criminal Appeals Division and include miscellaneous correspondence, letters, and memorandums. These materials do not relate to specific court cases being handled by the division and are very general in nature.

RETENTION:

Retain 5 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 01/30/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Attorney General's Office

SERIES: 6358

TITLE: General correspondence files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office

SERIES: 256

3

TITLE: Guardianship case files

DATES: undated

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office

SERIES: 21999

3

TITLE: Indian Ridge case file

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

Case #105-79008; received in archives 1984.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Attorney General's Office

SERIES: 7191

4

TITLE: Opinions (formal)

DATES: 1945-

ARRANGEMENT: Numerical by opinion number.

ANNUAL ACCUMULATION:

DESCRIPTION:

State and local government agencies may present requests for opinions on questions of law to the Attorney General's Office. Formal opinions, while written by attorneys within the Attorney General's Office, undergo scrutiny at several levels within the office. Once approved by the Attorney General, these are published and released as the official opinion of the Office rather than simply legal advice. Opinions usually include the initiating request, an opinion, and an index memorandum.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided index memorandum has been returned to agency.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 7191

TITLE: Opinions (formal)

(continued)

Microfilm master: For records beginning in 1945 through 1976. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1971 through 1988. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the significance of the attorney general's rulings in documenting issues facing state agencies.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

SERIES: 20369

4

TITLE: Opinions (informal)

DATES: 1969-

ARRANGEMENT: Numerical by opinion number, numbers assigned chronologically.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are Attorney General's informal opinions. State and local government agencies may present requests for opinions on questions of law to the Attorney General's Office. Unlike formal opinions, informal opinions do not undergo a scrutiny process and are not considered the opinion of the Office. Informal opinions may be considered to be legal advice. Opinions usually include the initiating request, an opinion, and an index memorandum.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 5 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 20369

TITLE: Opinions (informal)

(continued)

APPRAISAL:

Historical Legal

This disposition is based on the usefulness of these records in documenting legal issues facing state agencies.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

SERIES: 9603

3

TITLE: Personnel files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

RETENTION:

Retain 65 years after termination

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/17/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years after separation of employee or until three years after retirement and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 9603

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1),(2),(3)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(a),(10)

AGENCY: Attorney General's Office

SERIES: 10894

3

TITLE: Phone message registers

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Message registers, logs, performance reports, daily load reports, and related or similar records.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/23/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 14249

3

TITLE: Publications

DATES: 1919-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, law, inheritance, agreements, courts, litigation, and all other activities of the Attorney General's Office. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/12/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Attorney General's Office

SERIES: 14249

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 9638

3

TITLE: Time and attendance reports

DATES: 1970-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

State employee time sheets, including Flextime Attendance Reports
Supplemental time and attendance records, such as
sign-in/sign-out sheets and work reports that are used for time
accounting under flextime systems.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public